



# State of Nevada – Department Of Personnel

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EQUIPMENT SUPERINTENDENT	43	A	9.303

### DEFINITION OF THE CLASS:

Under the general direction of the Assistant Director, Operations, plans, organizes and directs the activities of the Equipment Division of the Department of Transportation and performs related duties as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Plans, directs, implements and promotes division programs to ensure conformance to state and federal statutes and regulations and department policies and procedures by meeting with agency and division staff; discussing and determining solutions to problem areas; and developing, implementing, and monitoring new or revised division policies and procedures.

Directs division staff engaged in procuring: rental and non-rental equipment, vehicles, maintenance and construction materials, supplies, and communications equipment for the department; Urban Mass Transportation Act equipment; and fuel for use by State agencies. This includes reviewing equipment utilization reports and equipment replacement schedules; considering requests and recommendations from division/district personnel; determining the feasibility and cost effectiveness of requests; overseeing equipment specification committee meetings and approving the completed specifications; meeting with vendors to determine product availability; obtaining lists of qualified bidders from the Purchasing Department; reviewing bids in conjunction with division staff to ensure compliance with specifications prior to the final award of the bid.

Directs division staff engaged in fleet management, equipment repair and modification, sign production, storeroom operations and fiscal management which includes: reviewing and analyzing management information reports such as those pertaining to equipment utilization, downtime, maintenance and repair costs, and inventory control; approving equipment rental rates; authorizing purchases; establishing guidelines and statewide standards; monitoring activity reports and performance indicators.

Develops the division budget in conjunction with subordinate supervisors. This process includes reviewing staff recommendations, past expenditures, workload indicators, proposed project and equipment needs; determining budget priorities; finalizing the budget; submitting and supporting the budget to agency management.

Plans, directs and supervises professional and supervisory staff to accomplish the goals of the division to include: hiring; establishing division priorities; providing guidance and motivation; monitoring progress and results; evaluating performance.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the operation and maintenance of equipment used in the maintenance and construction of roads and highways and related supplies and materials. Working knowledge of general and state principles and practices of budgeting, accounting, auditing, and purchasing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Working knowledge of state administrative rules and regulations sufficient to perform fiscal management, fleet management, personnel and other functions associated with management of the division. Working knowledge of federal and state laws, rules and regulations pertaining to Department of Transportation operations. Working knowledge of department goals and objectives.

Ability to integrate division goals into the overall department goals. Ability to determine the requirement for and feasibility of equipment modifications.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the principles and practices of management and supervision. Working knowledge of where to go within an organization for needed information and assistance. Working knowledge of the principles and practices of property utilization and fleet management. General knowledge of equipment shop, sign shop, and storeroom operations.

Ability to establish objectives and goals for a division and plan, organize and manage programs and motivate staff to accomplish these objectives. Ability to train and supervise a large staff and exercise good judgment in managing people, evaluating recommendations and programs, delegating responsibility, measuring work performance, and handling disciplinary problems. Ability to formulate, justify and monitor a division budget. Ability to communicate effectively orally on a one-to-one basis or to a group in order to provide information, explain policies and procedures, support recommendations, enlist support for division goals. Ability to analyze situations and problems and determine appropriate resolutions based on historical data, interpretation of rules and regulations and knowledge of programs in operation. Ability to write effective and grammatically correct recommendations, reports, policies and procedures. Ability to write specifications for vehicles, construction and maintenance equipment. Ability to establish and maintain cooperative working relationships with division and agency staff, public officials, outside agencies, and vendors.

EDUCATION AND/OR WORK EXPERIENCE:

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Bachelor's degree from an accredited college or university with major work in engineering, business administration or a closely related field and three years of administrative experience relevant to construction and maintenance equipment procurement and fleet management which included responsibilities for establishing program goals and objectives, policy development and administration, and supervision of professional staff; OR

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An equivalent amount of experience and education that provided the applicant with the required entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	9.303
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REVISED:	7/1/91P
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